REVISED BY AG - FEB. 2018

OK JV

SWLSB

☐ Submitted
☐ Paid

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

Name:	Tara Helen Anderson	School:	203	Claim Number:	CN - 2
Empl. #:	[redacted] Phone number: [redacted]	Job Title:	Elementary Parent Commissioner	Year:	2019

DATE (MM/Day/Yr)	LOCATION (Use School Number and SWLSB for Board Office. See KMChart for more info.) FROM	TO	DESCRIPTION/ NATURE OF BUSINESS	Round Trip	KM	TYPE OF MILEAGE	RATE	COST	MEALS (Includes Taxes and Tips) TYPE	#	COST	LODGING # DAYS	LODGING COST	OTHER DESCRIPTION	OTHER COST
10/10/2019	HOME	[redacted]	Retirement Dinner	☑	76.4	Regular	0.48	$ 36.67	✓						
10/14/2019	HOME	[redacted]	Funeral [redacted]	☑	89	Regular	0.48	$ 42.72	✓						
11/01/2019	HOME	[redacted]	QESBA CONFERENCE / AGM	☑	132.8	Regular	0.48	$ 63.74	✓			1.00	189.22	✓	
10/22/2019	HOME	188	LJA STUDENT APPRECIATION NIGHT	☑	75	Regular	0.48	$ 36.00	✓						
10/15/2019	HOME	SWLSB	SEAC	☑	62	Regular	0.48	$ 29.76	✓						
11/08/2019	HOME	159	REMEMBRANCE DAY CEREMONY	☑	70.6	Regular	0.48	$ 33.89	✓						
11/10/2019	HOME	HOTEL DE VILLE LAVAL	REMEMBRANCE DAY CEREMONY	☑	79.8	Regular	0.48	$ 38.30	✓						
11/18/2019	HOME	172	SAA GOVERNING BOARD	☑	114.8	Regular	0.48	$ 55.10	✓						
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GRAND TOTAL:			$ 525.40 ✓		700.4			$ 336.18	✓		$ -		$ 189.22		$ -

BUDGET CODES

TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	214-1-21120-308
TRAVEL (SCH G/L)	$ 336.18	203-1-51110-302
LODGING/MEALS	$ 189.22	203-1-51110-302
CAR POOLING TRAVEL (SCH G/L)	$ -	203-1-51110-302
	$ -	
	$ -	
	$ -	
	$ -	
TOTAL:	$ 525.40 ✓	

PROJECT CODE

***** IMPORTANT *****

1. Kilometers are calculated at $0.48/km for the first 5,000km.
2. Carpooling kilometers are calculated at $0.53/km. You *must* provide names of passengers in the description line
3. Attach *ORIGINAL* receipts to this form.
4. This form must be signed by claimant and approved by immediate supervisor.
5. This expense claim form *is not to be used* for the purchasing of equipment and supplies for your school or department. The normal purchasing procedures must be followed.
6. Expense claims must be submitted by 4:00PM to the Finance department on the Tuesday of the week preceding a pay in order for it to be processed for the following pay. Principals, please send to Florence Delorme.
7. Please complete this form electronically.

REQUESTED BY:

[redacted]

(Immediate Supervisor)